

## Job Aid:

### How to Assign and Remove Proxy Users

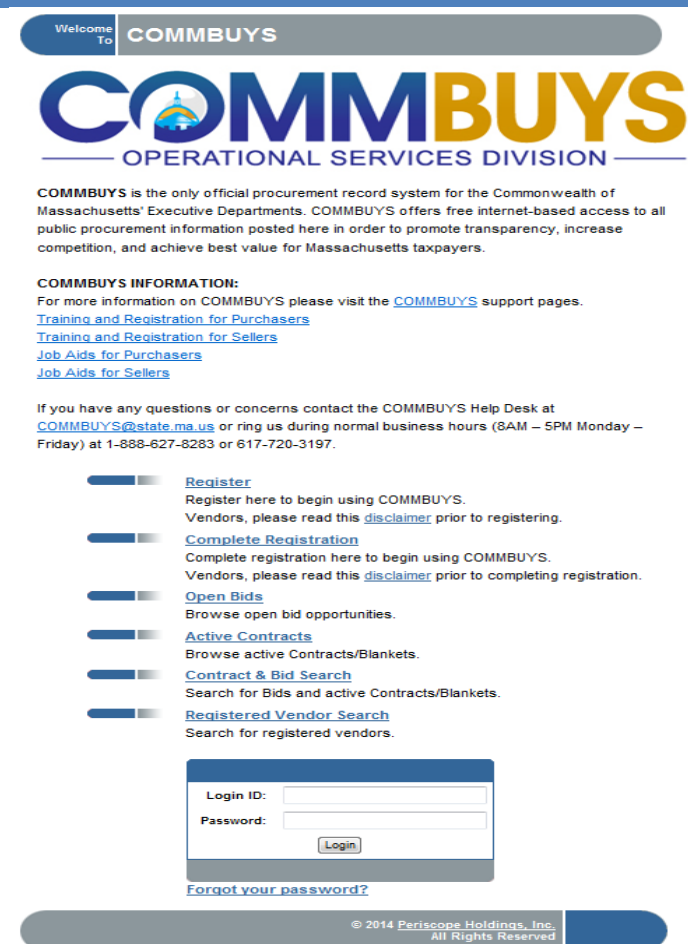
#### This Job Aid shows how to:

- Assign a Proxy User
- Remove a Proxy user

#### Of Special Note:

If an approver will be unavailable to approve documents for an extended period, a Proxy user can be activated. This Proxy user will be able to approve any document in place of the approver (across all applicable approval paths). The Proxy and the will receive the same approval notifications as the original approver. Note: Proxies cannot take other actions on behalf of another user for whom they are the assigned proxy, only approving or disapproving documents.

#### Screenshot



Welcome To **COMMBUYS**

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

**COMMBUYS INFORMATION:**  
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.  
[Training and Registration for Purchasers](#)  
[Training and Registration for Sellers](#)  
[Job Aids for Purchasers](#)  
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)  
Register here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.

Login ID:   
Password:

[Forgot your password?](#)

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#### Directions

1. Launch the COMMBUYS website, [www.commbuys.com](http://www.commbuys.com), into the Browser.

Enter your login credentials and click the **Login button** on the COMMBUYS home page.

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#### Screenshot

#### Directions



UNSPSC Code Browse | My Account | Customer Service | About Current Organization

Home | Items▼ | Documents▼ | Vendors▼ | Quick Buy

Home - Welcome Back Buyer Buyer

News(0) | Dashboard | Reqs(11) | Bids(21) | PO(4) | Approval(1) | My Reminders(0) | Events

#### My Account Information

##### My Information Edit

Salutation			
First Name	Buyer	Last Name	Buyer
Job Title	Boston Business Analyst	Department	1080CONVD - Default Data Conversion Department
Email	noreply@test.com		
Phone	6174885054		
Proxy User			

Exit

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2. To designate a Proxy user, click **My Account** on the Gray Header Bar.

3. Click the **Edit** button to open "My Information"

#### My Information

Salutation:

First Name\*:  Last Name\*:

Job Title\*:

E-mail\*:

Phone\*:  Ext:

Mobile Phone:

Mobile Provider:

Change Password:  Confirm Password:

Login Question\*:

Login Answer\*:

Proxy User:  ☐ Activate Proxy User

Default Homepage Tab for Basic Purchasing:

Select Dashboard Report:

User Manual Version:

Current Password\*:  Please enter current password to confirm user profile changes

Save & Exit

Save & Continue

Reset

Cancel & Exit

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I am acknowledging that the proxy user being assigned has the appropriate agency rights to perform actions on behalf of the user specified.

OK

Cancel

4. Locate the proxy user field. Choose a proxy user from the drop down list provided who is at the same level of authority in your department.

- If you modify or activate a proxy, you will be prompted to agree that you will only assign your proxy to a user with greater or equal authority, or other rules defined by your Organization Administrator or the Internal Administrator at OSD.

When you would like to activate, you must check the Activate Proxy User checkbox then **Save and Exit**. The proxy user is now established and can approve documents that are sent to you for approval.

NOTE: You will always be prompted to enter your Current Password in order to Save any changes to your Account Information. You must disable your proxy upon return to resuming work in Commbuys.

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5. After selecting the proxy, the next time you Login, you will always be asked if they wish to Remove or Keep their currently configured Proxy Use.

Click **Remove** and the proxy will no longer be active.

Click **Keep** to return to the home page and perform work in COMMBUYS.

NOTE: Proxies are designed to be temporary, however COMMBUYS will allow the use of a proxy user as long as the requester desires.

#### Remove Proxy User?

Michael Evers is currently configured as your proxy user. Would you like to remove your proxy user?

Remove

Keep

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#### My Information

Salutation:

First Name\*:  Last Name\*:

Job Title\*:

E-mail\*:

Phone\*:  Ext.

Mobile Phone:

Mobile Provider:

Change Password:  Confirm Password:

Login Question\*:

Login Answer\*:

Proxy User:  ☒ Activate Proxy User

Default Homepage Tab for Basic Purchasing:

Select Dashboard Report:

User Manual Version:

Current Password\*:  Please enter current password to confirm user profile changes

Save & Exit Save & Continue Reset Cancel & Exit

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6. Canceling the proxy user can be done any time by clicking on **My Account**, then click **Edit**, and opening up again to the My Information page as we did in Steps 2-3.

#### My Information

Salutation:

First Name\*:  Last Name\*:

Job Title\*:

E-mail\*:

Phone\*:  Ext.

Mobile Phone:

Mobile Provider:

Change Password:  Confirm Password:

Login Question\*:

Login Answer\*:

Proxy User:  ☐ Activate Proxy User

Default Homepage Tab for Basic Purchasing:

Select Dashboard Report:

User Manual Version:

Current Password\*:  Please enter current password to confirm user profile changes

Save & Exit Save & Continue Reset Cancel & Exit

7. Return to the Proxy User drop down and choose No Proxy.

Uncheck the **Activate Proxy User** checkbox.

Then click **Save and Exit**.